

BOONE COUNTY BOARD OF COMMISSIONERS

MINUTES OF THE APRIL 17, 2023 MEETING

The Boone County Board of Commissioners met in regular session at 9:00 AM on Monday, April 17, 2023 in the Connie Lamar Meeting Room located on the main floor of the Boone County Annex Building at 116 W. Washington Street, Room 105, Lebanon, IN 46052 with the following personnel in attendance:

Donnie Lawson	Commissioner, President
Jeff Wolfe	Commissioner, Vice President
Tim Beyer	Commissioner
Bob Clutter	County Attorney
Kaylee Jessie	Executive Administrator

DETERMINATION OF QUORUM AND PLEDGE TO THE FLAG

Commissioner Lawson opened the meeting at 9:14 AM with a quorum of all three (3) Commissioners present. The Pledge to the Flag took place during the Drainage Board meeting this morning.

IN THE MATTER OF MINUTES

Commissioner Wolfe moved to approve the Minutes of April 3, 2023 Commissioners' Meeting as presented. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF BID OPENING PROJECT 2021-12 NEW BRIDGE 21 REPLACING SMALL STRUCTURE SC015

1. COMPANY: Morphe Construction
DATE RECEIVED: April 17th at 8:05 AM
BID AMOUNT: \$1,148,000.00
2. COMPANY: Duncan Robertson Inc.
DATE RECEIVED: April 17th at 8:20 AM
BID AMOUNT: \$978,517.00

Commissioner Wolfe moved to take the bid(s) received under advisement for review by the highway department. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF LEGAL ISSUES

Attorney Bob Clutter presented the following items:

- 1) Indiana Department of Transportation (INDOT) amendment #1 to the local public agency project coordination contract Des No. 1802833 signed by Commissioner Lawson for ratification.

Commissioner Beyer moved to approve ratifying the Indiana Department of Transportation (INDOT) amendment #1 to the local public agency project coordination contract Des No. 1802833. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 2) Veridus Group Recommendation Letter 017 – Midwest Steel Carports Proposal for the firing range carport purchase in the amount of \$6,240.25. Commissioner Wolfe approved Recommendation Letter 017 on April 12, 2023.

Commissioner Beyer moved to approve ratifying the Veridus Group Recommendation Letter 017, Midwest Steel Carports Proposal. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 3) Veridus Group Recommendation Letter 021 – Eastern Engineering Plan reproduction for the project team and Area Plan Commission in the amount of \$2,081.29. Commissioner Wolfe approved Recommendation Letter 021 on April 12, 2023.

Commissioner Beyer moved to approve Veridus Group Recommendation Letter 021 for the Eastern Engineering Plan reproduction. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF BAKER TILLY ENGAGEMENT LETTER FOR SOFTWARE NEEDS ASSESSMENT AND SELECTION SERVICES

Elise Nieshalla, County Councilwoman, presented the Baker Tilly engagement letter to perform services in support of the software needs assessment and selection of project services. They will develop an understanding of the County's current business processes and software environment in the following functional areas:

- Finance, budget and accounting
- Human resources and payroll
- Work orders and asset management

Baker Tilly will be identifying existing operational and functional system gaps. Then issue an anonymous request for information (RFI) to gather potential total cost of ownership and implementation timelines. The not-to-exceed fee for this project is \$91,250. The County Council has identified that they have monies within their budget to pay \$27,000 for Task 1 of this project.

Commissioner Wolfe moved to approve the Baker Tilly engagement letter for Phase 1. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF INDIANA DEPARTMENT OF TRANSPORTATION (INDOT) 5311 GRANT FOR CY 2024

Anita Bowen, Executive Director of Boone County Senior Services (BCSSI), presented the Indiana Department of Transportation (INDOT) 5311 Grant for CY2024.

- Certificate and Assurances 2024
- Authorizing 2023-04 Resolution
- Local Financial Assurances
- Capital Project Public Hearing Publication
- Capital Project Categorical Exclusions
- Certification of use of Capital Equipment
- Pass Through Agreement for CY 2024
- Indirect Approval Letter CY 2024
- Indirect Rate Certification CY 2024

The total amount proposed for next year is \$700,902 after the program revenue has been deducted. This will include \$350,451 as the federal allocation and \$86,078 from the state. That leaves us with \$264,373 for the local match.

BCSSI will also be applying for capital funds through INDOT 5339 for one bus at \$69,112 and one minivan at \$114,699. They will need a 80% for those and will use fundraising and fund balance dollars. The capital project public notice ran in the Lebanon Reporter.

Commissioner Wolfe moved to approve BCSSI's INDOT Grant for CY 2024. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF UMR FLEX SUMMARY PLAN DOCUMENT FOR CY 2023

Megan Smith, Director of Human Resources, presented the modified UMR Flexible Spending summary plan document (SPD).

SUMMARY OF MODIFICATIONS

As required, effective January 1, 2023, the following changes were made to your Flexible Spending Plan document. The change(s) are shaded in the plan document, with the exception of deleted wording:

- Language has been added throughout the Dependent Care Only SPD to streamline the language based on eligibility parameters that UMR controls.
- Eligibility and Enrollment:
 - Effective Date / Enrollment language has been clarified to better explain when a participant's coverage becomes effective and how the participant may elect or continue to participate.
- Glossary of Terms: The definition of Enrollment Date has been removed. The term is no longer used within the plan document.

Megan did find a discrepancy within the plan document. On one page the document states there is a 2-month grace period for submittal of claims and on another page it says 90-days. She will be requesting clarification on the timeline for the grace period filing.

Commissioner Beyer moved to approve the modified UMR Flexible Spending Plan document, subject to clarification on the date for the grace period filing. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF ORDINANCE 2023-04 ESTABLISHING A NON-REVERTING FUND FOR THE BOONE COUNTY SHERIFF'S OFFICE

Sheriff Anthony "Tony" Harris presented Ordinance 2023-04 establishing a non-reverting fund for the Boone County Sheriff's Office. The Boone County Sheriff's Office shall deposit in the Fund monies received from the Indiana Criminal Justice Institute (ICJI), related to the operation of the Visible Speed Enforcement Team (VSET) program and such funds shall not revert to the County general account but shall be held over from year to year. The CHIPS/VSET grant is to pay or reimburse for salaries of Sheriffs' Deputies participating in the VSET program operations. County Attorney Bob Clutter read the ordinance aloud in pertinent parts pursuant to state law.

Commissioner Wolfe moved to approve Ordinance 2023-04 establishing a non-reverting fund for the Boone County Sheriff's Office. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF WEST SIDE TRACTOR QUOTE FOR A 2023 DYNAPAC ROLLER

Max Mendenhall, Director of Capital Investments, presented the West Side Tractor Sales Quote for a 2023 Dynapac CC4200VI Compactor in the amount of \$168,300.

Commissioner Beyer moved to approve the West Side Tractor Sales Quote for a 2023 Dynapac. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

**IN THE MATTER OF HARE CHEVROLET QUOTE
FOR A 2023 CHEVY SILVERADO CAB WORK TRUCK**

Max Mendenhall, Director of Capital Investments, presented the Hare Chevrolet Quote for a 2023 Chevrolet Silverado 4WD Regular Cab Work Truck in the amount of \$62,332.14. The work truck is for the Boone County Highway Department.

Commissioner Wolfe moved to approve the Hare Chevrolet Quote for a 2023 Chevrolet Silverado 4WD Regular Cab Work Truck. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

**IN THE MATTER OF PROJECT 2021-15 BRIDGE 84 REPLACEMENT
USI AUTHORIZATION TO PROCEED**

Nick Parr, Director of Highways, presented the USI Authorization to Proceed (ATP) for NEPA document completion for Project 2021-15, Bridge 84 Replacement Des. 2201606. The Boone County Highway Department was recently awarded federal funds for the construction and inspection phases of this project. The design and right-of-way phases have been locally funded and a NEPA document is now needed since federal funds are being used for the construction. The total amount of the ATP is not-to-exceed \$30,400.

Commissioner Wolfe moved to approve the USI Authorization to Proceed. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF PROJECT 2023-07 REJUVTEC CONTRACT FOR CONSTRUCTION

Nick Parr, Director of Highways, presented the Rejuvtec contract for Project 2023-07, the application of asphalt rejuvenator on various roads throughout Boone County. Bids for this project were opened at the 4/3 meeting and this contractor has met the requirements that are laid out in the bid documents. The total amount of the agreement is \$248, 763.75 and is being paid for out of budgeted road preservation dollars.

Commissioner Beyer moved to approve the Rejuvtec contract for Project 2023-07. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF APPROVAL LETTER FOR CY 2024 GRANT APPLICATION AND BUDGET

Michael Nance, Director of Community Corrections, presented the approval letter authorizing the Boone County Communication Corrections Grant application and budget for CY 2024.

Commissioner Wolfe moved to approve the approval letter authorizing the Boone County Communication Corrections Grant application and budget for CY 2024. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF BI INCORPORATED AGREEMENT FOR EQUIPMENT

Michael Nance, Director of Community Corrections, presented the BI Incorporated (BI) agreement for equipment or service demonstration on or by agency personnel – BI VeriWatch Units and BI SmartLINK Mobile Application.

Commissioner Beyer moved to approve the BI Incorporated (BI) agreement. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF MEMORANDUM OF UNDERSTANDING WITH AVERHEALTH

Michael Nance, Director of Community Corrections, presented the Memorandum of Understanding with Avertest, LLC d/b/a Averhealth to provide Measurement-based Systematic monitoring services for clients involved in treatment Agency, adult and juvenile probation, community corrections, pretrial and other similar diversion programs. The services shall foster coordination of care and supervision and help clients abstain from substance use and achieve stability within the community.

Commissioner Wolfe moved to approve the Memorandum of Understanding with Avertest, LLC d/b/a Averhealth. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

IN THE MATTER OF OLD BUSINESS

1) **EMPLOYEE HANDBOOK UPDATES**

Megan Smith, Director of Human Resources, presented an amendment to the Employee Handbook Overtime Policy. Per instruction from the County Council Meeting last week, the Clerk's Office exempt employees will receive a set hourly rate determined by the County Council for working on Election Day. Holiday hours will no longer be considered as hours worked for the purpose of calculating overtime.

Commissioner Wolfe moved to approve the policy change. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0

2) **TIMECLOCK PLUS UPDATES**

Mike Nielsen, Project Manager, presented the following TimeClock Plus (TCP) updates:

- Scope of the project:
 - **Phase 1 – COMPLETE** - complete the implementation of TCP for all county employees except for the Sheriff's Office and the courts. Implementation means that all those departments will be able to accurately keep track of their time per the SBOA and the County Auditor requirements. The time also is accurately tracked for HR related time off. For the employee, this means an accurate tracking of PTO time is also being accrued.
 - **Phase 2 – Begins** - Phase 2 consists of the integration of TCP into CYMA for the automation of payroll.
- Where are we?
 - The implementation team which consists of myself, Megan Smith, Debbie Crum, and Curt Russo or just me will have met with every department head and their team personally by the end of the week. These meetings have been going on for several weeks now. The meetings were to try and understand how each office wanted to see how TCP was to be implemented for their offices.

- Every department is online that is part of the program.
 - We have begun to work on the integration into CYMA and have successfully been able to test a couple of departments to make sure that the data once transferred is accurate in CYMA. Curt has been working on this integration with Auditor Crum to assure this will function as she requires. By me taking over the day to day implementation and support of TCP, this has allowed Curt the time to focus on integration.
- Training
 - Today at 1330 hours the commissioners are allowing HR, Commissioners, and the Auditors Office to complete a train the trainer course. HR has developed training manuals to make this program easy to use from the user and manager perspective.
- The team has been very good and have accomplished so much over the last several weeks. I have enjoyed working with all of them and will continue to make sure that TCP works every day.

3) **BOONE COUNTY JUSTICE CENTER PROJECT UPDATES**

Mike Nielsen, Project Manager, presented the following Boone County Justice Center project updates:

- Safety
 - 27 Days without a recordable incident
 - Met with Lebanon Fire last Thursday to discuss over fire suppression system, NOX boxes, Fire Watch, and over site safety emergency response.
 - Risk management for site via the insurance companies. Limited access only to essential workers and operations to jail. First site visit on Wednesday May 10th.
- Issues
 - During the AT&T copper switch we lost connection to several critical operations in the facility. Had no idea what was on copper wire versus fiber.
 - During demo last week the demo guys tore down some critical fiber infrastructure. We were able to get the fiber splices pulled from another job in Plainfield and get the critical splices completed.
- General
 - Continue with our daily on-site meetings and then the OAC (Owner Architect Contractor) meeting once a week.
 - Complete set of construction drawings provided to the county APC
 - Demolition Permit through the county APC was completed for demolition of current facility.
 - Working on new construction permit before any foundation work starts through county APC.
 - Last week was focused once on demo of current admin facility and outside excavation.
 - Worked on live tapping into the current 8-inch water main that feeds our current facility. That tap was completed and the new 8 inch water line was being laid down. Will go to an new structure called a pump house and then into the facility
 - Worked with Lebanon Utilities closely to make the TAP as well as scheduling the new line to become active. Several steps need to take place with Lebanon Utilities including flushing and testing of new line prior to utilizing.
 - Working with the Sheriff's office to schedule water outage to jail for 4-6 hours. Will be done after 11pm per the Sheriff's Office. If we can live tap this line it should not be that long. Facilities will have staff on site as well so that they can deal with any issues.
- Utilities
 - Finalizing the water and sanitary sewer line agreements with Lebanon Utilities
 - Flushing and testing of new line falls under the City Utilities

IN THE MATTER OF STAFF REPORTS

- APC – Stephen Elkins
- Capital Investments / Facilities – Max Mendenhall
- Health Department – Lisa Younts / Abby Messenger
- Highway Department – Nick Parr
- Human Resources – Megan Smith
- IT Support – GUTS
- Other Elected Officials

Nick Parr, Director of Highway Department presented the following items:

- 1) Construction in right-of-way permit (#202310038) for Boone REMC at 11931 E 100 N for boring under roadway to provide service to a barn. The Boone County Highway Department recommends approval with a \$5,000 Bond.
Commissioner Beyer moved to approve the construction in right-of-way permit (#202310038) for Boone REMC. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.
- 2) Lilly project construction traffic powerpoint presentation - see Appendix #2. (Recording 30m – 1h 03m)
- 3) Discussion on a possible interlocal agreement or memorandum of understanding with LTAP and the Town of Zionsville for intersection improvements at CR 875 E and CR 400 S. There have been numerous crashes recorded at this intersection. Boone County only has one leg of that intersection within the jurisdiction on the north edge of the urbanized area in Town of Zionsville. There was discussion about additional low-cost improvements like installing flashing stop signs to bring awareness to drivers approaching the intersection.

IN THE MATTER OF DOCUMENT SIGNING

- 1) Key Request form for Laura Evans.
Commissioner Wolfe moved to approve the key request form submitted. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.
- 2) An affidavit for payment to GM Development Companies LLC in the amount of \$135,632.79.
Commissioner Beyer moved to approve ratifying the affidavit for payment to GM Development Companies LLC. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.
- 3) An affidavit for payment to GM Development Companies LLC in the amount of \$640,031.26.
Commissioner Beyer moved to approve ratifying the affidavit for payment to GM Development Companies LLC. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.
- 4) Claims Dockets – regular, prepaids, payroll, and insurance.
Commissioner Beyer moved to approve Budgetary Claims presented from the Auditor’s Office. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

IN THE MATTER OF MAIL

See (**Appendix #3**) for a list of mail opened by the Commissioners on this date.

IN THE MATTER OF ADJOURNMENT

With no further business, Commissioner Beyer moved to adjourn the Boone County Commissioners' Meeting at 10:28 AM on Monday, April 17, 2023. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.